

L. M. Morris

Mr. Clarke

SIR GEORGE WILLIAMS COLLEGE

1935-1936

FACULTY OF ARTS, SCIENCE AND COMMERCE

Sir George Williams College

OF THE

YOUNG MEN'S CHRISTIAN ASSOCIATION OF MONTREAL

FACULTY OF ARTS, SCIENCE and COMMERCE

ACADEMIC YEAR 1935-36

1441 Drummond Street, Montreal, Canada

HISTORICAL STATEMENT

In 1873, the formal educational work of the Montreal Young Men's Christian Association found its inception in the organization of vocational and general educational classes which later developed into the system of units known as the Y.M.C.A. Schools. ● In 1920, the Evening High School was inaugurated, and in 1926, the Board of Directors adopted the name Sir George Williams College to designate, from that time forward, the expanding formal educational programme of the Young Men's Christian Association in Montreal. (Sir George Williams was the founder of the Y.M.C.A. in London, June 6, 1844.) In 1926 also, the College was made co-educational. ● In 1928 the Association held a building campaign for \$1,500,000., part of which sum was to provide enlarged facilities for the work of the College. ● In 1929, the College programme was extended to include First Year of Arts, Science, Commerce and Engineering. ● In 1930 the College entered into occupation of an enlarged plant and equipment, including thirty classrooms, science laboratories, lecture rooms, assembly hall and library. ● In 1931, the Junior College of Arts, Science and Commerce was organized, offering two full years of College work leading to the Diploma of Associate. ● In 1932, day courses were inaugurated in the Junior College, providing Pre-Professional and Associate programmes of study. ● In 1934, the expansion of the Junior College into the Faculty of Arts, Science and Commerce was announced.

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CALENDAR

Academic Year 1935-36

1935

- SATURDAY, SEPTEMBER 7. Last day for receiving applications to write Supplemental and Special Entrance Examinations.
- MONDAY, SEPTEMBER 16. Supplemental and Special Entrance Examinations begin.
- TUESDAY, OCTOBER 1. Classes begin in Faculty of Arts, Science and Commerce.
- MONDAY, OCTOBER 14. Thanksgiving Day (Holiday).
- SATURDAY, DECEMBER 14. Evening Division closes for Christmas vacation.
- SATURDAY, DECEMBER 21. Day Division closes for Christmas vacation.

1936

- MONDAY, JANUARY 6. All classes re-open after Christmas vacation.
- MONDAY, JANUARY 27. First-term examinations begin in the Faculty of Arts, Science and Commerce.
- FRIDAY, APRIL 10. Good Friday (Holiday).
- MONDAY, APRIL 13. Easter Monday (Holiday).
- MONDAY, MAY 18. Final examinations begin.

BOARD OF MANAGEMENT

G. W. Mackimmie, Esq., Chairman

- | | |
|-------------------------------|------------------------------|
| D. A. Bates, M.A. | George Hodge, Esq. |
| J. W. Beaton, Esq. | W. T. B. Mitchell, M.D. |
| G. W. Birks, O.B.E. | D. L. Macaulay, B.A., B.Sc. |
| W. E. Clarke, Esq. | J. M. Mackenzie, M.A., LL.B. |
| H. W. Fairlie, B.Sc. | P. A. McFarlane, Esq. |
| John B. Frosst, Ph.G. | C. W. Taylor, B.Sc. |
| L. C. Haskell, B.A., F.C.I.S. | E. E. Wallace, Esq. |
| R. A. C. Henry, B.A., B.Sc. | |

OFFICERS OF ADMINISTRATION

Kenneth Everette Norris, M.A.
Registrar and Bursar

OFFICERS OF INSTRUCTION

- John Stanley Allen, M.A., Ph.D.,
Professor in the Natural Sciences Division
- Thelma Sanford Allen, A.T.C.M.,
Lecturer in the Humanities Division
- John William Brunt, M.A.,
Assistant Professor in the Humanities Division
- James Francis Cargin, B.Sc.,
Assistant Professor in the Natural Sciences Division
- Douglass Burns Clarke, (Graduate, Hart House School of the Theatre)
Instructor in the Humanities Division
- Robert Nelson Elliott,
Instructor in the Social Sciences Division
- Rolf Hans Fritz Flore,
Lecturer in the Humanities Division
- William Max Ford, B.A., B.C.L.,
Lecturer in the Social Sciences Division
- Henry Foss Hall, L.R.E.,
Professor in the Natural Sciences Division
- Walter Vincent Holt,
Lecturer in the Humanities Division
- Russell Lawrence Kutz, M.Sc., Ph.D.,
Lecturer in the Natural Sciences Division
- Alexander Hamilton Lavery, M.A.,
Lecturer in the Social Sciences Division
- William Lindsay, M.A.,
Lecturer in the Humanities Division
- James McCorkindale, (Graduate, Glasgow School of Art)
Lecturer in the Humanities Division

- William Thomas Burton Mitchell, M.D.,
Lecturer in the Natural Sciences Division
- James Wesley Morrison, C.A.,
Instructor in the Social Sciences Division
- Kenneth Everett Norris, M.A.,
Professor in the Social Sciences Division
- Stanley Ryerson, B.A.,
Lecturer in the Humanities Division
- Amos Saunders, B.A., F.R.Econ.S.,
Associate Professor in the Social Sciences Division
- Baxter Garfield Spracklin, B.A., B.Sc.,
Assistant Professor in the Natural Sciences Division
- Claude Willett Thompson, M.A.,
Professor in the Humanities Division
- Merton Stafford Threlfall,
Lecturer in the Social Sciences Division
- Allison Dewar Turnbull, B.Sc., M.E.,
Lecturer in the Natural Sciences Division
- Leonard Unsworth, B.Sc.,
Assistant Professor in the Natural Sciences Division

Librarians

- Clara Eliza Slack
Jean Breakell Crombie

General Statement

The Faculty of Arts, Science and Commerce is one of the six units of the Sir George Williams College. The purpose of the Faculty is to provide general and pre-professional education at the college level for young men and women.

At the present time the first three years of a four-year college course are available in Arts, Science and Commerce. While general college education is the aim of the programmes of study in the Faculty, provision is made for specialization in certain subject matter fields. The facilities for such specialization in Commerce, in Chemistry and in the Fine Arts are particularly good.

The three curricula, in Arts, in Science, and in Commerce, are outlined in detail in later pages of this Announcement.

Men and Women Students

The Faculty of Arts, Science and Commerce is co-educational, women being admitted to all courses on the same basis as are the men.

Diplomas and Certificates

Courses of study are offered, as outlined in subsequent pages, covering the first, second and third years of a four-year college programme of study. Students completing the second year's work successfully are awarded the diplomas of:

Associate in Arts
Associate in Science
Associate in Commerce

Admission of Graduates to University Professional Faculties

Students who, during the period of their course, have, in the opinion of the Faculty, exhibited those special abilities which are required in order to do successful university professional school work, will be awarded a *Certificate of Recommendation to University Professional Schools*. Students who do not merit this Certificate will not be supported by the Sir George Williams College in applying for admission to such professional schools or universities.

Senior Matriculation

Students who wish, at the end of the first year, to enter the second year at McGill University, may write the appropriate senior matriculation examinations of that University and be awarded its Senior Matriculation Certificate.

Evening Division

Programmes of study identical with those outlined on page 8 are also offered in the Evening Division of the Faculty of Arts, Science and Commerce. More complete information regarding Evening Division curricula, registration, etc., is contained in the *Supplementary Announcement of the Evening Division*, which may be obtained from the Registrar.

The outlines of the various courses of study, on pages 16 to 28 of this Announcement, apply to both Day and Evening Divisions. The standard of achievement demanded of the students in the Evening Division is strictly that of the Day Division, the subject matter is the same and equal academic credit is allowed.

Special, or partial, students are also enrolled in the Evening Division. These include all those who wish to enroll for one or two unit subjects at the college level without necessarily working toward the Diploma.

Length of Courses

DAY DIVISION. The Faculty of Arts, Science and Commerce provides this year for the completion of the first three years of four-year college courses in these three major areas of higher education. The Associate Diploma is awarded at the end of the second year in the Day Division.

EVENING DIVISION. In the Evening Division the average student is able to complete two years of college work in three years. The number of years required depends, in each case, upon the subjects chosen by the student and the amount of class work he is able to carry each year. In general, however, this ratio holds, so that an Evening Division student may expect to secure the Associate Diploma in three years, and to complete the three years of work now available in four or five years.

Evening students require two years to secure the Senior Matriculation Certificate, unless they have an unusual amount of time available for study.

Timetable of Instruction

Class instruction in the Day Division is organized on the usual college basis of 18 to 28 class and laboratory hours per week, with the student free the remainder of the time for library work, study, special projects or student activities.

Student Guidance

It is a fundamental point of view of the Sir George Williams College that the chief function of education is the guidance of the individual student. So, in providing college-grade education for young men and women, the courses of study, the organization of subject matter, and the programme of student guidance, have been arranged in line with the best modern practice in college administration.

All the incidentals of education,—the instructors, the courses of study, the textbooks, the examinations,—are considered valuable only in so far as they serve the end of “guiding growth in persons” and of meeting the needs of the individual student. It is realized that education does not consist merely of the accumulation of specific bits of information, or the development of proficiency in certain specialized skills. However necessary these may be as part of the equipment of the educated person, they are considered as means, not ends.

As undergraduates of the College the students are considered adults, and are therefore allowed the maximum of freedom commensurate with good scholarship. However, in the intimate relationship between staff and student an attempt is made to make less abrupt the transition from the close supervision of high school, a transition which is frequently disastrous to college students, even of superior ability.

FACILITIES OF THE COLLEGE

The Faculty of Arts, Science and Commerce is one of the six units of the Sir George Williams College, which occupies the second and third floors of the Drummond Street building. Accommodation is available for 2000 students in the various classes of the six schools comprising the College.

CHEMISTRY AND PHYSICS LABORATORY. This laboratory accommodates 40 students. The student tables are equipped with gas, water, A.C. and D.C. electricity, and individual lockers. The six fume chambers are provided with shatter-proof glass doors and high velocity exhaust fan. Chemistry, physics and electricity apparatus is unusually complete.

ELECTRICAL LABORATORY. The new electrical laboratory is wired for A.C. and D.C. electricity, and is provided with a complete equipment for study and experiment in magnetism, general electricity, radio, electrical communication and sound reproduction.

BIOLOGY LABORATORY. This laboratory, accommodating 30 students, is equipped with high-power microscopes for individual use, microtome for the preparation of specimens and a wide variety of other instruments.

SCIENCE LECTURE ROOM. Science demonstration and popular lectures are provided for in this room. It is equipped with tiered seating, tablet arm chairs, modern demonstration desk and appliances, complete projection equipment, and full sets of charts and lantern slides.

ABNER KINGMAN MEMORIAL HALL. This lecture hall, accommodating 150 persons, is named in memory of the donor, the late Abner Kingman, Esq.

THREE ART STUDIOS. Three art studios are available for work in drawing and painting, modelling and sculpture, and all phases of fine and applied art.

CLASSROOMS. The 30 classrooms of the College are in constant use day and evening. They are well lighted, and are equipped with mechanical ventilation. Two of these rooms bear names in honor of the late D. A. Budge, Esq., and the late C. T. Williams, Esq. The Accountancy room will seat 40 students at special commercial desks.

LIBRARY AND READING ROOMS. The library is in charge of two trained librarians. It has a wide range of reference works, poetry, travel, biography, and standard and current fiction.

GYMNASIUM AND SWIMMING POOL. The College has the use of two gymnasias, swimming pool, handball courts, and other equipment for use by the students in their health and recreation programme.

ADMISSION TO THE FACULTY OF ARTS, SCIENCE AND COMMERCE

Admission to the Faculty of Arts, Science and Commerce may be secured either by the presentation of an appropriate certificate of graduation from high school, or by passing the special entrance examination. The special entrance examination is held twice annually, in May and September.

The following certificates are accepted as fulfilling the requirements for entrance to the first year of the Faculty of Arts, Science and Commerce. In all cases the entrance certificate must indicate that the high school work of the applicant has included those subjects which are pre-requisite to the college course to be selected upon admission to the Faculty.

Province of Quebec

- a. The High School Leaving Certificate.
- b. The Matriculation Certificates of the several universities.
- c. The graduation diplomas of certain secondary schools.

Other Provinces of Canada

- a. NOVA SCOTIA: The Grade XI Certificate.
- b. PRINCE EDWARD ISLAND: The Second Year Certificate, Prince of Wales College.
- c. NEW BRUNSWICK: The Grade XI Certificate.
- d. ONTARIO: The Middle School Certificate.
- e. MANITOBA: The Grade XI Certificate.
- f. SASKATCHEWAN: The Grade XI Certificate.
- g. ALBERTA: The Grade XI Certificate.
- h. BRITISH COLUMBIA: Junior Matriculation Certificate.

United States

- a. The College Entrance Board Certificate.
- b. The Board of Regents Certificate, State of New York.
- c. The graduation diploma of accredited High Schools.

Other Certificates

Certificates other than those mentioned above may be submitted for examination and evaluation.

APPLICATION FOR ADVANCED STANDING

Students who wish to apply for advanced standing upon the basis of work already completed in other colleges or universities should understand the following conditions:

1. Each application for advanced standing is considered individually, on its merits.
2. A student, who presents evidence of having completed one full year of study in a four-year college, will be admitted, as a rule, to the second year of the Faculty of Arts, Science and Commerce. It is provided, however, that if such student's first-year selection of subjects has not coincided with the curricular requirements of the Faculty, the deficiency must be made up in the second year.

3. A student presenting a full senior matriculation certificate will be admitted to the second year of the Faculty under the conditions outlined in the preceding paragraph.

4. A student presenting less than one full year of college credit, or partial senior matriculation standing, will be allowed no *pro tanto* credit in the Day Division. Such a student, however, will be exempted from repeating those courses which he has already successfully completed, and will be required to substitute other courses for them.

THE DIVISIONS OF THE FACULTY OF ARTS, SCIENCE AND COMMERCE

The various courses of study offered in the Faculty of Arts, Science and Commerce are grouped in three Divisions: The Natural Sciences Division, the Social Sciences Division, the Humanities Division.

The subjects of study included in each of these Divisions of the Faculty are as follows:

THE NATURAL SCIENCES DIVISION:

Biology
Chemistry
Mathematics
Physics
Psychology (also in the Social Sciences)

THE SOCIAL SCIENCES DIVISION:

Commerce
Economics and Political Science
History (also in the Humanities)
Psychology (also in the Natural Sciences)
Religious Education

THE HUMANITIES DIVISION:

English Language and Literature
French Language and Literature
German Language and Literature
History (also in the Social Sciences)
Latin
Philosophy
The Fine Arts

While all students will follow some courses in each of the three Divisions, students who pursue the curriculum in Arts will find that a majority of their courses are in the Humanities Division, Science students will elect most of their courses from the Natural Sciences Division, and Commerce students will major in courses in the Social Sciences Division.

CURRICULA

TWO-YEAR CURRICULUM FOR ASSOCIATE IN ARTS DIPLOMA

During the first two years Students in Arts, candidates for the Diploma of Associate in Arts, are required to complete eleven full courses,* (six in the first year, five in the second year) in accordance with the following plan:

- a. Two courses in English, one during each academic year. The course selected during the first year must be English 101.
- b. At least two of the pandemic courses, Natural Science 101, Social Science 101, and Humanities 101. Of these, Natural Science 101 must be followed in the first year.
- c. Seven other courses to be selected by the student, according to the following distribution.

In the Natural Sciences Division, at least one course but not more than two.

In the Social Sciences Division, at least two courses.

In the Humanities Division, the balance of the seven courses.

TWO-YEAR CURRICULUM FOR ASSOCIATE IN SCIENCE DIPLOMA

During the first two years Students in Science, candidates for the Diploma of Associate in Science, are required to complete eleven full courses,* (six in the first year, five in the second year) in accordance with the following plan:

- a. Two courses in English: FIRST YEAR; English 101; SECOND YEAR; English 105, 106, and 107.
- b. At least two of the pandemic courses, Natural Science 101, Social Science 101 and Humanities 101. Of these, Natural Science 101 must be followed in the first year.
- c. One course in Biology, namely Biology 101.
- d. One course in Mathematics, namely Mathematics 101.
- e. Four additional courses in the Natural Sciences Division.
- f. One other course, from any of the Divisions.
- g. Students who desire it may take Draughting as an extra subject.

* A full course represents three hours of class work per week for a full academic year, with the required additional laboratory or studio work. A three-hour course followed for one term only is therefore a half-course.

TWO-YEAR CURRICULUM FOR ASSOCIATE IN COMMERCE DIPLOMA

During the first two years Students in Commerce, candidates for the Diploma of Associate in Commerce, are required to complete eleven full courses,* (six in the first year, five in the second year), in accordance with the following plan:

- a. Two courses in English: FIRST YEAR, English 101 SECOND YEAR, English 104, 106 and 107.
- b. One course in Mathematics (Mathematics 102 and 103).
- c. Two courses in Accountancy (Commerce 101, 102 and 103).
- d. Two courses in Economics, one each year.
- e. At least two of the pandemic courses, Natural Science 101, Social Science 101 and Humanities 101. Of these, Natural Science 101 must be followed in the first year.
- f. One additional course in the Social Sciences Division.
- g. One additional course in any of the Divisions.
- h. Students who desire it may take Stenography as an extra subject.

CURRICULA FOR THIRD YEAR STUDENTS IN ARTS, SCIENCE AND COMMERCE

In the third year programmes now available in the Faculty, each student will do more advanced work in the same general area of Arts, Science or Commerce in which his first two years were completed. Five full courses comprise the third year's work, to be selected according to the following plan:

IN ARTS. (a) At least one but not more than two courses in the Natural Sciences Division; (b) At least one but not more than three courses in the Social Sciences Division; (c) At least one course in English; (d) the balance of the five courses to be selected in the Humanities Division.

IN SCIENCE. (a) Three courses in the Natural Sciences Division; (b) one course in English; (c) one other course to be selected in either the Humanities or the Social Sciences Division.

IN COMMERCE. (a) Three courses in the Social Sciences Division; (b) one course in English; (c) one other course to be selected in either the Humanities or the Natural Sciences Division.

* A full course represents three hours of class work per week for a full academic year, with the required additional laboratory or studio work. A three-hour course followed for one term only is therefore a half-course.

OUTLINES OF SUBJECTS

On the following pages are given brief outlines of the various courses of study offered in the Faculty of Arts, Science and Commerce. These courses are offered in both Day and Evening Divisions of the Faculty. Students should consult the requirements of the Curricula (pages 14, 15) before making their selections.

A two-term course continues throughout the whole academic year; a one-term course for half the year only. Students should consult the timetable before selecting a one-term course, in order to ascertain in which term the course is offered.

THE NATURAL SCIENCES DIVISION

Natural Science 101. General Course in the Natural Sciences

A pandemic course providing an introduction to the basic sciences necessary for an intelligent appreciation of the world of our day. Science is presented as a unity. The aim is to help the individual to see himself in relation to the universe, to free himself from superstition and prejudice, to gain criteria for the estimation of truth and to rely upon established truth for the ordering of his own life, to appreciate the leadership of the specialist in particular and scientific method in general for solving individual and world problems;—in short, to guide constructively the beliefs and attitudes of the student. Incidentally the student gains a view of the various branches of science which may help him to choose more effectively his further courses. The subject matter dealt with is as follows: (a) animals and plants, their functions and relations; heredity and environment; adaptative change; man's place in nature; health and disease; man's behaviour; prehistoric man; the development of civilization, culture, industry, etc. (b) the earth in space, the universe; the earth's crust, soil, minerals, rocks, strata, fossils; the nature of matter, energy, radiation, etc.; science applied through machines, etc.; scientific method; the great scientists and their contributions. Three hours per week. Also demonstrations and field trips.

BIOLOGY

Biology 101. General Biology

The purpose of this course is to develop interest in, and understanding of, living organisms (plants, animals and man) with particular reference to their phylogenetic development, inter-relationships and general functions. The approach is practical and functional. Two terms. Three hours per week. Laboratory, two hours per week.

Biology 102. Genetics and Evolution

This course attempts to make the student thoroughly familiar with the principles of heredity and their possible applications to organisms, including man. It also undertakes a study of the theory of evolution as evidenced by comparative biology, palaeontology, experimental biology, etc. Two terms. Three hours per week. Periodic laboratory work.

Biology 103. Animal Life and Human Welfare

The structure, function and development of the principal groups of animals. Particular attention is paid to the vertebrates. This leads to a study of the human organism. Focus is placed on cultural, economic and other human values throughout. One term. Two hours per week. Laboratory, three hours per week.

Biology 104. A Survey of Plant Life

The structure, physiology and ecology of the various groups of plants are studied from a practical point of view. Emphasis is placed on Canadian flora and on the economic aspects of plant biology. One term. Two hours per week. Laboratory, three hours per week.

CHEMISTRY

Chemistry 101. Introductory General Inorganic Chemistry

The purpose of this course is to give a general background in Chemistry. It may therefore be taken by students without previous study of this subject. A full exposition of the general principles of Chemistry and modern applications of the science to every-day life will be given. One term. Three hours per week. Laboratory, three hours per week.

Chemistry 102. Advanced General Inorganic Chemistry

This course offers a fundamental knowledge of the principles and theory of Inorganic Chemistry for those who have already taken Chemistry in High School. It includes the properties of the non-metallic elements, their compounds and uses. The electronic structure of atoms, and the periodic classification are employed as a unifying concept. One term. Three hours per week. Laboratory, three hours per week.

Chemistry 103. Qualitative Analysis

A study is made of the principles and theory of analytical chemistry, and the preparation of solutions. The common basic (metallic) and acidic constituents are separated and identified, and their chemical reactions are investigated. (Students taking Chemistry 107 will not be given credit for Chemistry 103). One Term. One hour lecture, six hours laboratory per week.

Chemistry 104. Quantitative Analysis

This course is concerned with the methods of volumetric and gravimetric analysis, and the theoretical considerations involved. The laboratory work includes standardization and titration of solutions, etc., with reports on commercial substances, and gravimetric analysis of metals, alloys, and non-metals. One term. One hour lecture, six hours laboratory per week.

Chemistry 105. Organic Chemistry

The ground covered is that usually given in a first course in organic chemistry, together with considerable more advanced work in the subject. Lectures deal with the aliphatic and aromatic series, isomerism and stereo-chemistry, carbohydrates, proteins, determination of the structure of compounds and the mechanism of reactions. Two terms. Three hours lecture, two hours laboratory per week.

Chemistry 106. Advanced Quantitative Analysis

A course continuing the work of Chemistry 104. More complex analysis will be carried out such as the analysis of coal, minerals, illuminating gas, the determination of nitrogen in fertilizers, potash and soda in silicates, etc. One term. One hour lecture, six hours laboratory per week.

Chemistry 107. Chemistry, Metallurgy, and Uses of the Metals

This course is given especially for those intending to major in chemistry. It consists of the systematic, comprehensive study of the chemistry of the metals, their compounds, the metallurgy and metallography of metals and alloys, and their application to modern technology. (To follow Chemistry 102). One term. Three hours lecture, three hours laboratory per week.

Chemistry 110. Industrial Chemistry

A study of the application of chemistry to industry, to give a more detailed knowledge than is possible in introductory courses. The mineral acids, important inorganic chemicals, ceramics, paints, electric furnace and coal-tar products, oils, soaps, explosives, fermentation industries, textiles and paper will be studied. One term. Three hours per week, with demonstrations.

MATHEMATICS**Mathematics 101. Algebra, Geometry and Trigonometry**

(A) ALGEBRA: Indices, surds, ratio, proportion, variation, progressions, permutations, combinations, binomial theorem, logarithms, graphical algebra, use of slide rule (B) GEOMETRY: Advanced work in plane geometry and an introduction to solid and analytical geometry; (C) TRIGONOMETRY: An introduction to the study of this subject, progressing to the solution of triangles, inverse functions and the use of seven-place logarithms. Two terms. One hour per week in each of (A), (B) and (C).

Mathematics 102. Mathematics for Commerce Students

A specialized course which includes those sections of higher mathematics which are of most practical use in commerce, industry and finance. Subject matter treated includes: Commission, brokerage, stocks and bonds, annuities, compound interest, progressions, proportion, discount, capitalization, sinking fund and amortization, depreciation, probability, insurance, investment calculations, etc. One term. Three hours per week.

Mathematics 103. Statistical and Graphical Methods

The elementary principles of statistical method as applied in the scientific study and interpretation of economic and social phenomena. The course includes the study of averages, percentiles, measures of dispersion and central tendency, tabulation, frequency distribution, frequency curves, correlation, index numbers, graphical representation and classification, etc. One term. Three hours per week.

PHYSICS**Physics 101. General Physics**

This course provides a background for: (1) higher work in pure physics, (2) industrial applications in structural, mechanical and electrical engineering, (3) general understanding and appreciation of scientific literature. It will treat of: mechanics, magnetism, electricity, sound, heat, light, and their measurement and applications. Two terms. Three hours per week. Laboratory, three hours per week.

Physics 102. Survey of Modern Physics

This includes a study of the more recent developments in this science. The field covers atomic and molecular physics, radiation, X-rays and electrokinetic phenomena, quantum theory, introduction to relativity, spectroscopy, etc. One term. Three hours per week.

Physics 103. Electrical Communication and Sound Reproduction

A general course on the principles underlying electrical communication and associated subjects. The following are covered in detail without resort to lengthy and involved mathematical theory or analysis:—The electronic theory, the vacuum tube, vacuum tube oscillators and amplifiers, magnetic fields of communication, radio telegraphy, radio-telephony, synchronous sound reproduction, reproduction of speech and music by electrical pick-up, photo-electricity, the cathode ray oscillograph, acoustics and television. One term. Three hours per week. Laboratory, three hours per week.

PSYCHOLOGY**Psychology 101, 102, 103, 104, 105**

(See under the Social Sciences Division)

THE HUMANITIES DIVISION**Humanities 101. General Course in the Humanities**

This pandemic course brings the student into immediate contact with as many as possible of the masterpieces of thought and art of our cultural ancestors. The humanities are concerned with man's attempts to understand and feel at home in the world through magic, religion and philosophy. They are also concerned with man's expression of fundamental meanings and values particularly in literature, music, and art. The student is encouraged to understand the historical and institutional setting from which a given body of art or literature came, or a particular school of thought developed. The principal emphasis, however, is on the intellectual, artistic and emotional values and implications. While all of the reading required in this course may be done in English, students who can do so are encouraged to read in other languages as well. This subject may be taken only in the final year. The treatment is such that a given student may draw upon the subject-matter of his whole course, as well as from the content of this subject itself, in his preparation and study. Two terms. Three hours per week.

ENGLISH**English 101. Composition and Survey of English Literature**

(a) **COMPOSITION:** Advanced instruction in English Composition, with the purpose of enabling the student to express himself in a clear, interesting way, to gather and organize material, and to increase his appreciation of the language. (b) **LITERATURE:** A complete survey is made of the development of English language and literature from early Anglo-Saxon times to the present. An intimate acquaintance with the work of authors of various periods is acquired, as well as an understanding of literary history. (a) Composition: Two terms. One hour per week. (b) Literature: Two terms. Two hours per week.

English 102. Contemporary English Literature

The development of taste and discrimination in current literature is the aim of this course. To provide an understanding of the English literature of the twentieth century, its origins and its trends, the work of the course includes a study of the important authors in all the modern fields of literary expression. Special emphasis is placed on the novel, the drama, the short story and the essay. One term. Three hours per week.

English 104. Political, Economic and Social Literature

For students whose primary interest is in the social sciences, the course studies those literary works which, throughout the development of modern civilization, have contributed most to the advance of political, social and economic thought. A literary background is thus provided for the evaluation and appreciation of current writing in these fields. Two terms. Two hours per week.

English 105. Readings in the Literature of Science

For students whose primary interest is in the natural sciences, this course aims at a study of those authors in English Literature who have dealt with scientific subjects. Many of the great literary figures of both past and present are included in this list, so that the literature of science provides not only an interesting field of study but an orientation into literature for the science student. Two terms. Two hours per week.

English 106. Precis Writing and Reports

Advanced instruction in composition for Science and Commerce students, with special emphasis on the preparation and writing of précis and reports. One term. One hour per week.

English 107. Oral English and Debating

The aim of this course is to develop in the student the ability to speak in public. To this end the student is given instruction in the preparation of speech material and supervised practice in its delivery. One term. One hour per week. (Day Division students only; evening students take English 120).

English 108. Shakespeare and the Elizabethan Drama

A general survey of the golden age of English drama, with a detailed study of the works of William Shakespeare. One term. Three hours per week.

English 109. Canadian Literature

The purpose of this course is to provide a background for the understanding and appreciation of current Canadian literature. This course provides a complete survey of Canadian prose and poetry from the earliest period to the present. One term. Three hours per week.

English 110. American Literature

A detailed survey of the large body of American prose and poetry is the object of this course. In order to provide background, the course will commence at the early colonial period, but special study will be made of nineteenth and twentieth century writers. One term. Three hours per week.

English 111. Advanced Course in Contemporary English Literature

For those who have completed English 102 or its equivalent, and wish to make further study of twentieth century writers in the English language. Special attention is given in this course to the influence of the literature of other languages on contemporary English letters. One term. Three hours per week.

English 112. Creative Writing

For advanced students with special interest and ability in written expression, instruction will be given in the various literary forms. Each student will be encouraged and assisted to develop the form of expression in which he shows most promise. Instruction will be individual in so far as this is possible. One term. Hours arranged.

English 120. Public Speaking

(For Evening Division students only) A course designed to be of special benefit to the average young business and professional man or woman in the development of poise and ability to think on the platform. Extensive drill in outlining speech material for original and logical presentation. A study of the motivating forces in audiences, and methods of establishing contact between speaker and audience. Weekly practice in application of principles involved. One term. Two hours per week.

FRENCH**French 101. French Language and Literature**

This course aims to give not merely advanced theoretical knowledge of French grammar and syntax, but actual ability in speaking and writing the language as well as a general study of the literature and history of France. As much as possible, instruction is given in French. Two terms. Three hours per week.

French 102. Modern French Literature

A more intimate acquaintance with French culture through a study of the literary thought of modern France, its origins and its nineteenth and twentieth century trends, is the object of this course. Instruction will be conducted entirely in the French language. Two terms. Three hours per week.

French 103. A Study of French Culture

This course treats of those elements which have contributed to, and form an integral part of, that distinctive thing which is recognized as French culture. It includes a study of the social philosophy and organization of medieval and modern France, the art, music, drama, education, general mores and folkways of the various social groups, etc. All instruction and reading given in the French language. One term. Three hours per week.

French 104. France as a Modern World State

To enable the student to arrive at an understanding of the national and international points of view of modern France in matters of politics, economics, science, etc. All instruction will be in French, as will the source materials assigned for reading and study. One term. Three hours per week.

GERMAN**German 101. Introductory Course in German Language**

A beginner's course in the German language which is designed, in one year, to make the student conversant with the grammar, pronunciation and ordinary vocabulary of the language, and to be able to read from the less difficult authors. Emphasis is placed upon learning to speak the language, as well as to read and write it. Two terms. Three hours per week.

German 102. German Language and Literature

Through a detailed study of the German history and literature throughout its various periods to the present day, this course attempts to give the student an understanding and appreciation of German culture. Advanced instruction in the language is also included, and instruction and assigned reading are in the German language in so far as this is possible. Two terms. Three hours per week.

German 103. A Study of German Culture

A more intimate and detailed study of the basic elements of the culture of modern Germany, both in their origins and in their modern manifestations. The course will survey German social organization and theory, art, music, drama and the general customs, folkways and mores of the people of all classes. All instruction and assigned reading in the German language. One term. Three hours per week.

German 104. Germany as a Modern World State

An understanding of the national and international viewpoints of modern Germany in political, economic, scientific and social organization and conflict is the object of this course. All instruction and source materials assigned for study will be in the German language. One term. Three hours per week.

HISTORY**History 101, 102, 103, 104, 105.**

(See The Social Sciences Division)

LATIN**Latin 101. Latin Syntax and Composition**

Advanced instruction in the syntax and prose composition of the language, with practice in sight translation. (To be taken in conjunction with Latin 102) Two terms. One and one-half hours per week.

Latin 102. Readings from the Latin Classics

The translation and literary interpretation of prescribed selections from the Latin classics in poetry and prose, together with an understanding of the historical period in which they originated. (To be taken in conjunction with Latin 101) Two terms. One and one-half hours per week.

THE FINE ARTS**Fine Arts 101. The Understanding and Appreciation of Music**

To enable the student to understand and appreciate the great music of the world, and to develop taste and discrimination in music without the necessity of learning to play an instrument. The work of the course consists to a great extent in the actual hearing and analysis of the various types of music and composers, and in musically illustrated lectures and discussion. One term. Three hours per week.

Fine Arts 102. The Understanding and Appreciation of Art

The intelligent appreciation of art, based upon an intimate acquaintance with the great art of the world in the realm of sculpture, architecture and the pictorial arts, is the ultimate objective of this course. Actual study of the artistic masterpieces and of the work of various artists leads to an understanding of the fundamental principles of artistic expression. One term. Three hours per week.

Fine Arts 103. Studio Course in Drawing and Painting

For those who wish to acquire skills in drawing, sketching, water colour, oil, pastel, etching, or modelling and sculpture, studio work is provided. As instruction is individual, this course may be taken by advanced students as well as by those who have had no previous instruction in art. One or two terms. Six hours per week.

Fine Arts 104. The Theatre as a Reflection of Contemporary Life

Study of the development of theatrical production and the drama brings before the student the whole shifting scene of manners and customs, ideals and moral standards of the ages. This course traces the development of the theatre from the time of the Greek choric dance to the modern talking picture and legitimate stage, showing at each step how the culture of that age has been condensed and reflected in the vital and permanent art form of the theatre. One term. Three hours per week.

Fine Arts 105. The Technique of Dramatic Production

For those seeking practical training in the production of plays, for those desiring training in acting, and for those who merely seek cultivation of diction and carriage, this course is designed. The production programme for the year will consist of two plays, which will be enacted and staged by the students of the Department of the Drama. The study work, including rehearsals, will cover voice production, pantomime, make-up, lighting, and scenic design. One term. Hours arranged.

French 103. A Study of French Culture

This course treats of those elements which have contributed to, and form an integral part of, that distinctive thing which is recognized as French culture. It includes a study of the social philosophy and organization of medieval and modern France, the art, music, drama, education, general mores and folkways of the various social groups, etc. All instruction and reading given in the French language. One term. Three hours per week.

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Fine Arts 106. Folk Music and Folk Dancing

An intimate, human understanding of the manners and customs, the folkways, of people of other nations and of other social groups, is one desirable outcome of the study of folk music and folk dancing. One term. Three hours per week, with practical work.

PHILOSOPHY**Philosophy 101. Types of Philosophy**

The aim of this course is to introduce the student to the field of philosophic thought by selecting for critical examination certain types of "world-view", such as Spiritualism, Naturalism, Pragmatism, Intuitionism, Dualism, Idealism, Realism, Mysticism; to develop the attitude and method of interpreting philosophically the facts and problems of the individual, of society, and of the universe; and to provide more adequate resources for the student to formulate his own philosophy of life. One term. Three hours per week.

Philosophy 102. Democracy: Its Individual and Social Implications

A study of democracy as a social and political ideal, and its implications for the individual and for society in terms of ethics and conduct, economic structure, political organization, education, and the free life and growth of persons. One term. Three hours per week.

Philosophy 103. Philosophy of Education

A seminar course for advanced students, on the philosophy of Education. The development of educational theory will be studied, and particular attention will be given to the educational movements and philosophers of the twentieth century. The aim of this course will be to assist the student to develop an orientation and integration of his own education, as well as to provide a background of educational theory for those who may be preparing for professional work as social agency or Association secretaries. One term. Hours arranged.

THE SOCIAL SCIENCES DIVISION**Social Science 101. General Course in the Social Sciences**

This pandemic course has the same point of view and objectives with regard to the social sciences as Natural Science 101 has regarding the physical sciences. An attempt is made to enable the student to view contemporary society objectively by giving him an understanding of the origins and development of modern civilization. The social order which preceded the Industrial Revolution is contrasted with that of our day. Thus modern economic, political and social institutions are studied in the perspective of the Industrial Revolution which provides a suitable background for the understanding of the social problems of the present. The student is encouraged to develop his thinking about the society in which he lives and his part in that society. The subject matter of the course is drawn from selections of the classical works on man's economic and social life as well as from modern sources. While much of the subject matter is Canadian, an attempt is made to give the student a world-view. Two terms. Three hours per week.

ECONOMICS**Economics 101. Economic Problems of Contemporary Society**

A study of society from the economic point of view, this course makes its approach through the analysis of actual current problems in this area. By means of the study of such vital questions as: the distribution and exchange of wealth; the organization of trade and industry; finance, banking, international exchange, and the money market; labor problems; public finance and governmental systems; economic depressions, and their causes and effects; etc.; the student is enabled to arrive at some fundamental principles of the modern industrial system and to establish a sufficient background for his own thinking on economic questions. Two terms. Three hours per week.

Economics 102. History of Trade and Commerce

This course presents a connected account of the progress and development of trade and commerce, and enables the student to correlate commercial and industrial progress with political and economic theory from the early stages of civilization to the present. One term. Three hours per week.

Economics 103. The Evolution of Modern Economic Theory and Organization

The aim of this course is to orientate the student in the economic field. The evolution of society is traced from the early land economy to the modern, capitalistic system, with a view to a better understanding of the structure of modern economic life and the forces which control it. One term. Three hours per week.

Economics 104. Economic Geography

This course deals with the way in which geographic conditions influence, and have influenced, the products, the occupations, and the ways of life of the various peoples of the world, and provides an understanding of the natural resources of the world, and the geographical factors which affect their exploitation, transportation and use in the satisfaction of wants. One term. Three hours per week.

Economics 105. The Economics and Politics of Canada

A survey of Canada's federal, provincial and municipal governmental institutions, its economic resources and organization, its culture and its people, provides the background for an intensive consideration of present problems in all these areas of our national life. Two terms. Three hours per week.

COMMERCE**Commerce 101. Principles and Practice of Accountancy**

This course provides for an introduction to the various modern systems of accounting, with analysis, theory and practice in the details of each. Two terms. Three hours per week.

Commerce 102. Advanced Accountancy

For students who have already taken one year of general Accountancy, advanced work is provided in this course. One term. Three hours per week.

Commerce 103. Cost Accounting

A theoretical and practical study of the principles and methods of cost accounting, including the various modern cost systems and their relative advantages. One term. Three hours per week.

Commerce 104. Financial Organization

A practical course in the modern financial structure and its technical details including such topics as: credit instruments, money and currency, foreign exchange, the corporation, capital, securities, banking, insurance, etc. One term. Three hours per week.

Commerce 105. Business Administration

A course in the science of business, including: management, financing, office management, wages and wage systems, purchasing, selling, advertising, traffic, foreign trade, credit, banking, financial statement and cost accounting, etc. Two terms. Three hours per week.

Commerce 106. Commercial Law

A general survey of the law relating to business and commerce, as conducted by the sole proprietor, the partnership and the corporation. Includes a study of contracts, agency, personal and real property, mortgages and bonds, lease and hire, negotiable instruments, insurance, patents and trade marks, bankruptcy, the incorporation and organization of corporations, etc. One term. Three hours per week.

Commerce 107. Advertising

This course explains the basic principles involved in creating advertisements and in carrying on complete advertising campaigns. Stress is placed upon the actual writing of copy and designing of lay-outs for various advertising media, which will embody the advertising principles studied. One term. Three hours per week.

HISTORY**History 101. History of Civilization**

The aim of this course is to present the story of mankind, so far as it is known today. The Palaeolithic and Neolithic ages; the first civilizations; the Hebrew scriptures and the Prophets; the Greeks and the Persians; the Roman Empire; Buddhism; the Latin Republics; Christianity; Asia, Mohammed and Islam; Christendom and the Crusades; the Mongols; the Renaissance of Western Civilization; Great Powers and Empires; the Democratic Republics of America and France; the realities and imaginations of the nineteenth century; the Great War; post-war reconstruction. Two terms. Three hours per week.

History 102. History of the Ancient World

The work of this course concentrates upon the classical periods of Greece and Rome, and upon the civilizations which preceded them in Egypt and Mesopotamia. The contributions of these peoples to modern civilization is emphasized. One term. Three hours per week.

History 103. Medieval and Modern European History

This course deals with the general history of Europe from the break-up of the Roman Empire to the present day, including a study of developments since the World War. Throughout this course emphasis is placed upon the origins in history of various elements in the present political, social and economic turmoil in Europe. Two terms. Three hours per week.

History 104. History of Canada

An opportunity is provided in this course to study the history of Canada from the discovery of America by Europeans to the present day. Through a knowledge of the evolution of Canadian political, social and economic institutions, the student is led to analyse more adequately the present problems of the nation. One term. Three hours per week.

History 105. History of the United States

An understanding of the political, economic and cultural development of the United States of America from the colonial period to the present time, with particular reference to its relationships with Canada. One term. Three hours per week.

History 106. Survey of International Relations

In this course an effort is made to study the present day relationships between the various more important countries of the world. International economic dependence and rivalry, racial antagonisms, political alliances, religious, social and cultural clashes and affinities, comprise the field of investigation of the course. One term. Three hours per week.

PSYCHOLOGY**Psychology 101. A General Study of Human Behaviour**

The purpose of this course is the development of an adequate understanding of human behaviour and experience. The work of the course includes a study of the nervous system, motivation and the basic urges, emotional reactions, personality development, adjustment and integration, abnormal personality, learning and heredity, mental abilities and aptitudes, applications of psychological findings in business, industry, education and the activities of everyday life. Two terms. Three hours per week. Laboratory hours arranged.

Psychology 102. Advanced General Psychology

This course makes a more advanced study of general psychology, together with a more detailed treatment of the applications of psychological principles to industry, society and the individual personality. The historical development of psychology and the points of view of the various modern schools of psychological thought are studied, along with work in the theory, construction, administration and interpretation of objective mental tests. Two terms. Three hours per week. Laboratory hours arranged.

Psychology 103. Educational and Vocational Guidance

A course in the theory, principles and practice of scientific guidance in education and in industry. Detailed study and practical work in the techniques of analysing abilities, aptitudes, traits and interests, and in the methods of personality adjustment, self-discovery, orientation and re-education of the whole person, which are the heart of the guidance process. One term. Three hours per week. Laboratory hours arranged.

Psychology 104. Psychology in Industry and Commerce

A specialized course in the psychology of business and industry, and the application of its principles to such matters as: efficiency, employee selection and placement, personnel policy and problems, advertising, public relations, personal adjustment, etc. One term. Three hours per week. Laboratory hours arranged.

Psychology 105. Psychology of Education.

A seminar course for advanced students, on the psychology of education, both formal and informal. In this course students will consider not only the teaching of skills and information, but also the broader problems of education as the full growth and adjustment of persons in society. One term. Hours arranged.

RELIGIOUS EDUCATION**Religious Education 101. Introduction to Religious Education**

A study of the principles underlying a psychological approach to religious and moral instruction. The mental discipline fallacy, the relation of ideals to practice, and the teaching of Jesus as a way of life, are dealt with. This course and the following are suitable for teachers, group leaders, Christian Association secretaries, etc. One term. Three hours per week.

Religious Education 102. Curriculum and Practice in Religious Education

The major questions of method in religious education are dealt with. Contrasts between divergent theories of the curriculum are discussed as well as various aspects of character development. Types of learning and activity as related to character and personality growth are considered at length. One term. Three hours per week.

GENERAL INFORMATION**Term Opening**

All courses in the Faculty of Arts, Science and Commerce will commence during the first week of October.

Examinations and Advancement

All students registered in the Faculty are required to write the regular first-term examinations held in February and the final examinations held at the close of the academic year.

The grades awarded as the final standing in each subject for the academic year are given on the basis of:

- (1) The year's work of the student, week by week;
- (2) The first-term examinations;
- (3) The second-term, or final, examinations.

These grades are awarded according to the following system:

A+	Honours	B+	} Satisfactory
A	} Superior	B	
A—		C	Not quite satisfactory
		F	Decidedly unsatisfactory (failed)
		INC.	Incomplete

A student who has obtained satisfactory grades in all but one of his subjects, and has a "C" grade in that subject, may proceed to the next year of his course without the necessity of writing a supplemental examination. However, if that subject is pre-requisite to advanced work which he expects to take the following year, he is advised to make an effort to improve his standing during the vacation and to pay special attention to that subject during the ensuing year.

A student securing "C" grades in two subjects in any given year must pass the supplemental examination in at least one of these subjects in order to progress as an unconditioned student.

All subjects in which "F" grades are secured must be re-written at the supplemental examinations, with the exception that a student may progress to the following year carrying one such "condition" provided it is not pre-requisite to advanced work to be taken in the higher year, and provided also that he has not already secured a "C" in one of his other subjects. This "condition" must be removed, however, before the Diploma can be granted. Students securing "F" grades in three or more subjects are advised to repeat their year rather than to write supplemental examinations.

Supplemental and Special Entrance Examinations

Supplemental Examinations are held during the week of September 16th.

Special Entrance Examinations, as described on page 12, are held at the same time as the final examinations in May (see calendar, page 4) and during the week of the supplemental examinations in September.

Application to write the September Supplemental or Special Entrance examinations must be submitted to the Registrar in writing, by September 7th. A fee of \$1. per paper is charged for these supplemental examinations, payable at the time of application.

Partial Students

While partial students and students following single courses of interest are expected and encouraged in the Evening Division of the Faculty of Arts, Science and Commerce, only in special circumstances will the registration of partial students be accepted in the Day Division. Where necessary and desirable, however, and upon approval of the application by the Dean, such registration may be made. The special schedule of tuition and other fees for partial students in the Day Division may be obtained from the Registrar.

Registration

Enrollment must be made personally at the College offices, during the month of September, or earlier. A late registration fee is charged those students who enroll after the opening of the term. Tuition fees are payable at the time of registration, unless written permission to do otherwise is obtained from the Bursar.

All students registering in the Faculty for the first time must present a record of previous school and college work with their application for admission. Following this application, the student's proposed course of study in the Faculty must be approved by the Dean, before the application can be accepted and registration permitted. Registration should be made immediately upon receipt of this approval. Students will be accepted in order of registration, irrespective of the date of application.

After the opening of the term, students may change their programme of studies only upon the approval of the Dean.

The High School of Sir George Williams College

Applicants for admission to the Faculty of Arts, Science and Commerce, whose entrance certificates do not quite meet the requirements, may make up the deficiency in the Evening High School. The Evening High School follows the standard four-year plan to graduation, classes being held from seven to ten o'clock on Monday, Wednesday and Friday evenings.

Abner Kingman Scholarships

Under the terms of a gift made in 1928 by the late Abner Kingman, a series of five scholarships of fifty dollars value has been established in the various units of the Sir George Williams College. These Abner Kingman Scholarships are awarded annually during September, to five students who have attended the College for at least one year, and who show great promise as students.

Entrance Scholarships

In view of the fact that large numbers of able young men and women are being graduated from the high schools of the province each year, with the possibility at present of employment for only a few, and with only a few able to afford the regular expenses of a college or university course, the Board of Management of the Sir George Williams College announces, for the academic year 1935-36, the establishment of 25 Entrance Scholarships of \$50 each in Arts and Commerce and \$70 each in Science, tenable in any of the regular programmes of study, including senior matriculation, in the first year of the Faculty of Arts, Science and Commerce. These Entrance Scholarships are to be given to worthy young men and women on a basis of: (a) standing on the High School Leaving or Junior Matriculation examinations, and (b) economic need. For full details candidates are referred to the "*Announcement of Entrance Scholarships*," obtainable at the College office on request.

College Bookstore

All books and supplies required may be purchased at the College Bookstore. Students should secure a book-list from the College Office and be sure of the edition required before buying books elsewhere.

The College Office

The College Office is on the third floor of the building. The office hours are:

May 31 to September 15—9:00 a.m. to 5:00 p.m.
(Saturday 1:00 p.m.)

After September 15th —9:00 a.m. to 9:00 p.m.
(Saturday 1:00 p.m.)

ANNUAL FEES—DAY DIVISION

Tuition, per year (exclusive of other fees below)	\$150.00
Laboratory fee, payable in addition to tuition, for each laboratory subject	10.00
Caution Money Deposit (made by each student and refunded, less breakages and shortages, at close of year)	5.00
Deferred Payment fee (charged when tuition paid in two or more installments)	5.00
Late registration fee (for registration after September 30th)	5.00
Extra subjects (in addition to regular first or second year programme above), each	20.00

Evening Division Fees:

Information regarding tuition and other fees in the Evening Division of the Faculty, complete or partial courses, deferred payments, etc., are included in the *Supplementary Announcement of the Evening Division*, which may be secured on application to the Registrar.

Deferred Payments:

If a student is unable to pay his total fees at the time of registration, he may make arrangements with the Bursar at this time for the payment of the balance.

Withdrawal and Refund

Students of the Day Division who are forced to withdraw from a course, or from the College, are required to notify the College office in writing and to give their reasons for doing so. As the College assumes the obligation of carrying the student throughout the year when the student registers, and as the College provides the instruction and accommodation on a yearly basis, the Board of Management has ruled that all tuition credit, refund or cancellation of tuition contracts shall be entirely at the pleasure of the College. Subject to the approval of the Board of Management, cash refund or tuition credit certificates covering the unused portion of tuition fees may be issued only in cases of continued personal illness and upon the submission of a satisfactory certificate from a physician. In all cases of withdrawal, a withdrawal fee of \$5.00 is charged, in addition to a pro-rata charge for classes held up to the date of notification of withdrawal.